

FAUQUIER COUNTY PARKS & RECREATION DEPARTMENT
PART 2 • PERMIT APPLICATIONS
SPECIAL EVENT PERMIT



Reference Receipt # _____

SPECIAL EVENT PERMIT

(Complete if event expects 75 or more in attendance during any one day. Must be submitted at least 20 days in advance. Refer to County Ordinance Section 16.3 for standards, requirements, etc.)

Attendance expected _____ Maximum that could attend _____

Describe Event _____

Extra security, cleaning, etc. applicant will provide _____

Everything that I have stated on this application is correct to the best of my knowledge. I have read, understand, and agree to abide by the policies and rules and regulations listed on this form as they pertain to the requested usage. If, after receipt of the specific conditions that pertain to this permit, compliance is not possible, a refund will be issued in accordance with the policies and procedures of the Department.

Signature of Applicant _____ Date _____

FACILITY USE ONLY

Fee Accepted: _____ By _____ Date _____

Approval: Yes ☐ No ☐ By Director _____ Date _____

EVENT PERMIT RULES AND REGULATIONS

Failure to comply with any portion of this permit shall be grounds for termination of the event at any time prior to or during the event.

The Department reserves the right to establish reasonable time, date, and/or place conditions for each permit. Additional conditions as indicated:

- ☐ 1. Applicant shall provide, prior to issuance of permit, a Certificate of Insurance validating insurance in force meeting the following minimums:
If applicable:
 - ☐ Comprehensive General Liability: Bodily injury liability insurance shall have limits of \$500,000 per occurrence. Property damage liability insurance shall have limits of \$100,000 per occurrence.
 - ☐ Professional liability: \$1,000,000 errors and omissions per occurrence.
 - ☐ Automobile liability: Bodily injury and property damage insurance shall have limits of \$500,000 combined single limits.
- ☐ 2. Applicant shall provide security personnel, source to be approved by the Department if other than the County Sheriff Department, prior to events. Security shall be present from _____ (date/time)
- ☐ 3. Applicant shall provide adult chaperones at the ratio of one per every # ____ of participants (children).
- ☐ 4. Applicant shall provide \$ _____ deposit for supplemental cleaning that may be needed. Any unused portion will be returned, but applicant shall also be responsible for any additional cleanup needed beyond this amount.
- ☐ 5. Applicant shall provide _____ portable toilet(s). The unit shall be installed at least one hour prior to event beginning and be removed within 24 hours of event's termination.
- ☐ 6. Other _____

FAUQUIER COUNTY PARKS & RECREATION DEPARTMENT
PART 2 • PERMIT APPLICATION
VENDOR PERMIT



Reference Receipt # _____

VENDOR PERMIT

(Complete if fees will be charged, items or services offered for sale, any business will be conducted, or any solicitation will occur at the facility)

Products/Services to be offered for sale/advertised for sale _____

Describe how sales are to be advertised, exhibited, and displayed _____

Proceeds from sales to benefit _____

Is this a for-profit organization? Yes ☐ No ☐

Is this a nonprofit organization? Yes ☐ No ☐ A 501(c)3 Organization? Yes ☐ No ☐

Note: Potable water and electricity are not available at most outdoor sites. Please check before submitting. Only one vendor/organization per agreement.

Everything that I have stated on this application is correct to the best of my knowledge. I have read, understand, and agree to abide by the policies and rules and regulations listed on this form as they pertain to the requested usage. If, after receipt of the specific conditions that pertain to this permit, compliance is not possible, a refund will be issued in accordance with the policies and procedures of the Department.

Signature of Applicant _____ Date _____

FACILITY USE ONLY

Fee Accepted: _____ By _____ Date _____

Approval Yes ☐ No ☐ By Director _____ Date _____

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 - ☐ Professional liability: \$1,000,000 errors and omissions per occurrence.
 - ☐ Automotive liability: Bodily injury and property damage insurance shall have limits of \$500,000 combined single limits.
- ☐ 2. The vendor shall hold harmless the County and representatives thereof from all suits, actions, or claims of any kind brought on account of any injuries or damages sustained by any person or property in consequence of any neglect in safeguarding employees, or from any claims or amounts arising or recovered under any law, bylaw, ordinance, regulations or decree.
- ☐ 3. The Parks and Recreation Department will identify vending area(s) for sales.
- ☐ 4. Vendors are responsible for their own equipment and setup unless otherwise arranged with the Department.
- ☐ 5. Only one vendor/organization is allowed per agreement.
- ☐ 6. Glass containers for food/beverage sales are not allowed.
- ☐ 7. Food vendors must apply for a temporary food permit through the Fauquier County Health Department. Such permits shall be obtained at least one (1) week prior to the event.
- ☐ 8. Vendors are asked to provide trash bags or additional trash receptacles in their vending area to insure adequate space for trash disposal. Vendors are responsible for removing their trash from the site upon completion of sales. Vendors are strongly encouraged to provide recycling opportunities and to minimize the amount of un-recyclable trash.
- ☐ 9. Parking is not allowed in most event areas. Parks and Recreation staff will direct unloading immediately after which vendors will be directed to designated parking areas.
- ☐ 10. Vendors shall apply, if applicable, to the County and/or The Town, as appropriate, for a Business License. License shall be obtained at least one (1) week in advance of the sales. It is the vendor's responsibility to determine applicability.
- ☐ 11. Vendors shall collect and pay, as appropriate, Virginia Sales Tax to the Commonwealth of Virginia plus any local meals taxes that may be incurred in the locality of the sales.
- ☐ 12. Vendors shall apply and conform to all county and state laws.
- ☐ 13. Additional fee of \$_____ shall be applied to _____.
These fees are due to the department within 48 hours of the event.